

**CLASSIFICATION SPECIFICATION FOR: ASSISTANT LIBRARY DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

**POSITION SUMMARY**

Under administrative direction and review, performs advanced professional library assistance and supervises two of four units in the Library: Adult Services, Children's Services, Technical Services or Circulation. Supervises assigned staff and may serve as Library Director in the Director's absence.

**ESSENTIAL FUNCTIONS STATEMENTS** Essential responsibilities and duties may include, but are not limited to, the following:

1. Provide Definitive direction and make decisions in Director's absence.
2. Budget management, development and projections, including major responsibilities in te development of performance based budgeting.
3. Oversight of day-to-day operations; oversee and supervise work schedules and make staff assignments to ensure adequate staffing levels at all times.
4. Support Library Board and Friends Board meetings, programs, and activities, assisting Director and in Director's absence. Attend Friends' Friday Night Forums.
5. Develop and implement Library policies, goals, objectives and procedures, working with Library Board, Town Attorney, and Town Council as appropriate. May require evening/weekend attendance at such functions as the town Council/Commission Retreat.
6. Assist Director in the development of the Town's Master Plan, interfacing with architects as appropriate.
7. Serve on SVLS's Administrative Council in Director's absence.
8. Participate on Town's Senior Management team in Director's absence.
9. Participate in selection, training, and evaluation of personnel.
10. Act as liaison with the Town's Facilities Coordinator.
11. Represent the Town and Library in the community and at public functions.
12. Personally perform professional library duties such as reference work, collection development, bibliographic instruction, reader's advisory, and assist patrons as necessary.
13. Handle problem situations and patron complaints.

14. Experience in management and supervision principles.
15. Serves as supervisor for Principal Librarians.
16. Serve as a central, neutral clearinghouse for staff concerns and problems.
17. Perform analysis as needed.
18. May give Library presentations at all employees meetings.
19. Contract compliance and administration.
20. Excellent writing skills, preparation of Town Council reports.
21. Oversight of Library's Technical Services Department.
22. Performs related duties and responsibilities as required.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING** Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Master's of Library Science degree.
- Minimum of five (5) years of professional experience in supervision, budget, and operations in public library.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Principles and practices of library administration including budget and program development.
- Basic principles of supervision and effective training techniques.
- Cataloging and classification systems.
- Reference techniques and resources.
- Wide variety of reading materials.
- Principles and techniques of collection development.

Ability to:

- Effectively manage assigned programs including personnel, fiscal resources and applicable technical processes.
- Correctly interpret and apply Department and Town policies.
- Exercise independent and sound judgement.
- Work irregular hours
- Maintain effective working relationships with those contacted in the course of work.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

**PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

**WORK ENVIRONMENT**

Employee work indoors in a computerized office environment in direct contact with other Town personnel and the public.

**FLSA:** Exempt

**PROPERTY INTEREST:**

This is a management, at-will position.

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